



BOARD OF REGISTRATION FOR PROFESSIONAL
ENGINEERS AND LAND SURVEYORS
P.O. Box 9649
Olympia, WA 98507-9649

CERTIFICATE OF AUTHORIZATION APPLICATION FOR CORPORATIONS/LIMITED LIABILITY COMPANIES

Application Instructions

The following instructions have been prepared to assist you in filling out your application for a Certificate of Authorization. Proper attention to following these instructions and providing the required documentation will avoid delays in processing and will help expedite its final approval.

Businesses That Must be Authorized by the Board.

Except for professional service (PS) corporations and professional service limited liability companies (PLLC) as defined by the Secretary of State, all corporations, joint stock associations and limited liability companies (LLC) that offer engineering or land surveying services must apply to the board for a Certificate of Authorization to practice engineering and/or land surveying in the state of Washington.

Registration with the Secretary of State

Prior to being considered for authorization to practice from the board, the corporation/limited liability company must be registered and authorized by Washington's Secretary of State. For the current requirements established by the Secretary of State call (360) 753-7115, fax (360) 664-0055 or e-mail corps@secstate.wa.gov.

Submitting the Application

Send the completed application form and required payment to the Board's office at PO Box 9649, Olympia, WA, 98507-9649. All applications must be accompanied by payment of the required application fee of \$150.00. Checks or money orders should be made payable to the Washington State Treasurer. **Applications received without payment cannot be processed. Attachments may be used if insufficient space is provided on this application.**

Designated Licensees

All those person who are designated in "Responsible Charge" must be currently licensed as either a PE or LS. Firms with "branch" offices in the state of Washington are required to designate the professional engineer and/or professional land surveyor who is in responsible charge for the services offered at the branch location.

Review and Approval of Applications

Received applications are reviewed for completeness of information and documentation. Approved applications are licensed monthly. The board staff will verify firm's status through the records of the Secretary of State. If the application is incomplete or the firm is not on active status with the Secretary of State, the application will not be approved and the applicant will be notified.



BOARD OF REGISTRATION FOR PROFESSIONAL
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P.O. Box 9649
Olympia, WA 98507-9649

BOARD OFFICE: (360) 664-1575
FAX: (360) 664-2551
E-MAIL: engineers@dol.wa.gov



FOR VALIDATION ONLY

**APPLICATION FOR REGISTRATION AS A
CORPORATION OR LIMITED LIABILITY COMPANY**

This application is hereby made, by the undersigned, for
authorization to offer engineering and/or land surveying services
in the State of Washington as provided by RCW 18.43.130(8).

1.	Business Name			
	Mailing Address	City	State	Zip
	Person Completing Application	Phone No. ()	FAX No. ()	E-mail Address
2.	Branch Office(s) Address(es) in Washington, if Applicable (<i>Attachments May be Used</i>)			
3.	Types of Services Offered <input type="checkbox"/> Engineering <input type="checkbox"/> Land Surveying <input type="checkbox"/> Both			
4.	Name of Designated Engineer in Responsible Charge of Washington Engineering Activities			Washington License No.
5.	Name of Designated Land Surveyor in Responsible Charge of Washington Land Surveying Activities			Washington License No.
	Name of Each Person in Responsible Charge of Engineering or Land Surveying Services For Each Washington Branch Office Listed in No. 2 Above (<i>attach additional sheet if necessary</i>)			
6.	Name	Branch Location	Washington License No.	
	Name	Branch Location	Washington License No.	

7. DOCUMENTATION REQUIRED WITH APPLICATION:

- ☐ Application and fee of \$150.00;
- ☐ Affidavit of Professional Engineer and/or Land Surveyor (page 3).
- ☐ Certified copy of resolution naming the designated engineer, or land surveyor, or both (sample of appropriate wording is included in this application packet (page 4)).

8. CERTIFICATION

I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct

Signature **X** _____ Date _____
CORPORATE/LLC OFFICER OR MANAGER

City and State of certification _____

CERTIFICATE OF AUTHORIZATION APPLICATION



*Affidavit of Professional Engineer and/or
Professional Land Surveyor in Responsible Charge*

I, _____ the undersigned, on my oath first being duly sworn, state that I am registered as a professional _____ , license number _____. On _____ , 20 ____ , I was named as the _____ in responsible charge by a resolution of the Board of Directors, or company manager(s) of, _____. I understand that this designation makes me responsible for the engineering and/or land surveying performed by this firm in Washington State. I further state that I am an employee of said firm and that I am not designated as the _____ in responsible charge for any other firm or business in the state of Washington. In the event I cease to serve as the _____ in responsible charge, I shall provide written notice to the board within 30 days of such change.

Dated: _____ , 20 ____ .

(Professional Engineer's Seal)

By: **X** _____
Signature of Designated Professional Engineer

Dated: _____ , 20 ____ .

(Professional Land Surveyor's Seal)

By: **X** _____
Signature of Designated Professional Land Surveyor

Sworn to before me this _____ day of _____ , 20 ____ .

Notary Public in and for the state of _____

Residing at _____

My commission expires _____

CERTIFICATE OF AUTHORIZATION APPLICATION

Sample Resolution Form



On _____ , _____ , who is currently licensed as a
Date Name of Licensee
professional _____ in the state of Washington under license number _____ ,
Engineer/Land Surveyor
was appointed the designated licensee in responsible charge for the practice of engineering and/or
land surveying performed by _____ .
Corp. or LLC Name

The designated licensee has full authority to make all final engineering and/or land surveying decisions on behalf of this firm for such work performed for projects in the state of Washington.

This resolution further states that the bylaws of the corporation or limited liability company agreement shall be amended in accordance with RCW 18.43.130 pertaining to engineering or land surveying decisions made by the designee.

Signed by: _____
Corp. Officer or LLC Manager

Title: _____

Date: _____ , 20 ____